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DEPARTMENT OF STATE

Washington, D.C. 20520

DECLASSIFIED (136)

November 5, 1980

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MEMORANDUM FOR DR. ZBIGNIEW BRZEZINSKI
THE WHITE HOUSE

Subject: Transition to the Next Administration

The Secretary has designated me as the officer responsible for coordinating the transition on behalf of the Department with the representatives of the President-elect during the period from now until January 20.

I expect to be in touch with the liaison representatives to the Department of State as soon as they are designated to settle on arrangements to meet their substantive and administrative needs. I will also maintain close contact with the NSC Staff in order to ensure proper coordination during the remainder of this Administration and preparations for the next.

Peter Tarnoff
Executive Secretary

Drafted:S/S:RGHSeitz:lcd

DEPARTMENT OF STATE A/CDC/MR
REVIEWED BY Dgsmith DATE 6/7/83
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